

## ***Local Officers' Responsibilities***

### **President**

- Presides over and conducts meetings according to accepted parliamentary procedure.
- Keeps members and discussion on track.
- Appoints committees and serves as an ex-officio member to each.
- Coordinates charter activities by keeping in close touch with the other officers, the membership and the adviser.
- Calls special meetings as needed.

### **Vice President**

- Assists the president in the discharge of duties.
- Presides at meetings in the absence of the president.
- Prepared to assume the duties and responsibilities of the president should the need arise.
- Oversees all committee work and management of assignments.
- Serves as an ex-officio member of chapter committees.

### **Secretary**

- Prepares and reads the minutes of meetings.
- Provides the president with an agenda for each meeting.
- Attends to official correspondence and distributes meeting notices.
- Counts and records votes when taken.
- Prepares chapter reports.
- Works with the treasurer in keeping an accurate membership roll.
- Reads communications at meetings.

### **Treasurer**

- Receives and acts as custodian of chapter funds.
- Collects all state and national dues and is responsible for their disbursement by the appropriate deadlines.
- Keeps financial records neat and current.
- Plans, with the assistance of the chapter and adviser, appropriate fundraising activities.
- Handles the chapter's receipts and expenditures.
- Encourages efficient money management.
- Assist as in the preparation of annual statement of receipts and expenditures.

### **Reporter and/or Public Relations Officer**

- Develops media lists for chapter mailings.
- Gathers, classifies and stores chapter news.
- Prepares news releases and articles for publication in school and local newspapers.
- Assists with planning and arranging chapter exhibits.
- Prepares news and feature stories of the chapter's activities for the state newsletter, the Wisconsin FBLA e-Bulletin and for the national publication, Tomorrow's Business Leader.

### **Historian**

- Maintains a history of the chapter, including an annual report of chapter activities, awards and publicity.
- Files clippings and pictures of the chapter's activities.
- Keeps a chapter publicity and activity scrapbook.

### **Parliamentarian**

- Assists chapter members in understanding the basic purpose of parliamentary procedure.

- Is prepared to advise the presiding officer and other chapter members on parliamentary procedure.
- Has reference materials pertaining to parliamentary procedure available for each meeting.